

CFSC-FP

10 April 2002

Expires 10 April 2003

**SUBJECT: Voluntary Services Pilot Program Expansion Army Wide**

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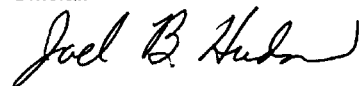
**1. Purpose.** This change 2 extends the expiration of HQDA LTR 608-98-1 from 10 April 2002 to 10 April 2003.

**2. Proponent and exception authority.** The proponent of this letter is the Assistant Chief of Staff for Installation Management (ACSIM). The ACSIM has the authority to approve exceptions to this letter that are consistent with controlling law and regulation. The ACSIM may delegate the approval authority, in writing, to a division chief within the ACSIM in the grade of colonel or the civilian equivalent.

By Order of the Secretary of the Army:

ERIC K. SHINSEKI  
*General, United States Army*  
*Chief of Staff*

Official:



JOEL B. HUDSON  
*Administrative Assistant to the*  
*Secretary of the Army*

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## Report Documentation Page

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**DEPARTMENT OF THE ARMY**  
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**HQDA Ltr 608-98-1, CHANGE 1**

**CFSC-SP**

**10 April 2000**

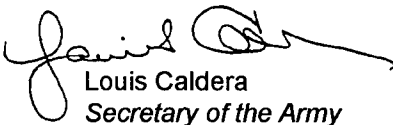
**Expires 10 April 2002**

**SUBJECT: Voluntary Services Pilot Program Expansion Army Wide**

**SEE DISTRIBUTION**

**1. Purpose.** This change 1 extends the expiration date of HQDA LTR 608-98-1 from 10 April 2000 to 10 April 2002.

**2. Proponent and exception authority.** The proponent of this letter is the Assistant Chief of Staff for Installation Management (ACSIM). The ACSIM has the authority to approve exceptions to this letter that are consistent with controlling law and regulation. The ACSIM may delegate the approval authority, in writing, to a division chief within the ACSIM in the grade of colonel or the civilian equivalent.

  
Louis Caldera  
*Secretary of the Army*

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DEPARTMENT OF THE ARMY  
WASHINGTON, D.C. 20310

HQDA LTR 608-98-1

HQDA (CFSC-SP)/22 December 1997

10 April 1998

Expires 10 April 2000

SUBJECT: Voluntary Services Pilot Program Expansion Army Wide

SEE DISTRIBUTION

1. Purpose. This letter authorizes Army-wide implementation of the pilot program conducted by the Department of Defense (DoD) to recruit and accept expanded voluntary services, as prescribed in the National Defense Authorization Act for Fiscal Year 1995. It also closes out Army Family Action Plan Issue Number 184: Support for Volunteers, initiated in 1988. Pending publication of DoD policies, the guidance in this letter will be incorporated into the next change or revision to ARs 215-1 and 608-1, and other such applicable regulations. When these changes or revisions are published, they will supersede this letter.

2. Proponent and exception authority. The proponent of this letter is the Assistant Chief of Staff for Installation Management (ACSIM). The ACSIM has the authority to approve exceptions to this letter that are consistent with controlling law and regulation. The ACSIM may delegate the approval authority, in writing, to a division chief within the ACSIM in the grade of colonel or civilian equivalent.

3. References.

- a. AR 215-1, Nonappropriated Fund Instrumentalities (NAFIs) and Morale, Welfare, and Recreation (MWR) Activities.
- b. DoD Directive 1400.33, Employment and Volunteer Work of Spouses of Military Personnel.
- c. 5 U.S.C. Secs. 552a (1996 Supplement), 8101-8152 (1997 Supplement), and 8171-8173 (1996).
- d. 10 U.S.C. Sec. 1588, as amended by Public Law No. 103-337, Sec. 1061.
- e. 10 U.S.C. Sec. 2733 (1986).
- f. 18 U.S.C. Secs. 201-225 (Supplement 1997).
- g. 28 U.S.C. Secs. 2671-2680 (Supplement 1997).

4. Abbreviations.

- a. ACSIM--Assistant Chief of Staff for Installation Management
- b. APFs--appropriated funds
- c. DA--Department of the Army



- d. DoD--Department of Defense
- e. IMWRF--Installation Morale, Welfare, and Recreation Fund
- f. MACOMs--major Army commands
- g. MWR--morale, welfare, and recreation
- h. NAFI--nonappropriated fund instrumentalities
- i. NAFs--nonappropriated funds
- j. TDY--temporary duty travel
- k. U.S.C.--United States Code

## 5. Responsibilities.

Responsible commanders (to include Secretariat and Army staff officials, major Army commanders, installation/garrison commanders, and other heads of organizations accepting voluntary services) will--

- a. Determine the need for volunteers to assist and augment the regularly funded workforce.
- b. Ensure each volunteer is supervised by a Federal employee (civil servant or nonappropriated fund (NAF) employee), soldier, or by another volunteer who is so supervised.
- c. Notify volunteer(s) of the scope of the voluntary services accepted to include a description of the services to be performed.
- d. Decide whether to reimburse volunteers for their incidental expenses incurred as a result of their volunteer services and the source of funds to be used for reimbursement.
- e. Ensure that use of volunteers does not violate the provisions of DoD Directive 1400.33.
- f. Ensure that any voluntary services incidents involving property damage, destruction, or loss; injury or death of any person; or claim against the Federal Government are investigated and/or adjudicated in the same manner and in accordance with applicable regulations as incidents involving employees or officers of the Military Departments.
- g. Ensure that records are kept on each volunteer to include the hours donated and any reimbursement for incidental expenses paid.
- h. Ensure the volunteer is licensed, privileged, has appropriate credentials, or is otherwise qualified under applicable law or regulations to provide voluntary services to child care, hospital, or other elements requiring specific certification.
- i. Ensure volunteer agreements are completed.

## 6. Policy.

a. Initial pilot program. The initial pilot program encompassed designated sites and was conducted during the 6-month period commencing 1 February and ending 31 July 1995. In 1996, the DoD reported to Congress that the Military Departments and Reserve Component considered the pilot program a significant success. Subsequently, the DoD authorized, by memorandum, dated 20 February 1996, expansion of the pilot volunteer program to installation and Reserve Component units affected by the Bosnia deployment and authorized continuation of the program at the designated pilot sites.

b. Army-wide implementation of the voluntary services pilot program is authorized in accordance with the initial pilot guidance issued in DoD memorandum, 6 February 1995 (Appendix A) and section 1061(b) of the National Defense Authorization Act for Fiscal Year 1995 (Appendix B), with the exception of designating pilot sites and the forwarding of data to DA. However, statistical information required in the pilot guidance must be collected at all sites in anticipation of pending DoD policy on the volunteer program and the requirement for an annual report.

c. Volunteers may be recruited and trained to provide the following voluntary services:

(1) Medical, dental, nursing, or other health-care related services.

(2) Services to be provided for museum or a natural resources program.

(3) Services provided for programs providing services to members of the armed forces and their families, to include, but not limited to, family support, child development and youth services, library and education, religious, housing referral, employment assistance to spouses of such members, and MWR.

d. Volunteers will not be placed in a policy-making position or be compensated, with the exception of reimbursement for the specific incidental expenses incurred while providing such services identified in paragraph 8a.

e. There is no requirement to accept voluntary services or to reimburse incidental expenses of volunteers.

f. This memorandum does not apply to voluntary services provided to private organizations, commercial organizations, or contractors for the Government on military installations, even when their services may be in direct support of a program providing services to members of the Armed Forces and their families.

g. Responsible commanders may authorize various kinds of support to assist volunteers in performing their assigned duties, such as use of Government facilities, official mail, access to personal information when there is an official need to know, and use of Government-owned or -leased administrative vehicles, as outlined in pilot program guidelines at Appendix A.



## 7. Supplemental guidelines.

a. Volunteers may be reimbursed for incidental expenses for child care; training; travel; telephone bills; mileage; and newsletter costs, and certain Government meal surcharges, incurred as a result of their voluntary services. These expenses are further outlined in AR 215-1, paragraph 4-6j. Lodging and per diem are included in training and travel when in a temporary duty travel (TDY) status. Refreshments and other food and beverages are not considered incidental reimbursable expenses.

b. Reimbursement of volunteer incidental expenses may be made from either APFs or NAFs, depending upon the program, available resources, and the judgment of the responsible commander.

(1) The funding source should link to the funding source of the program. APFs should be used to reimburse volunteer incidental expenses when the voluntary services support activities funded solely by APFs.

(2) Either APFs or NAFs may be used to reimburse volunteer incidental expenses when the voluntary services support activities funded either by a combination of APFs and NAFs or solely by NAFs.

(3) When the voluntary services support activities funded solely by NAFs, NAFs are the preferred funding source to reimburse volunteer incidental expenses.

(4) Installation MWR funds should be used only to reimburse volunteer incidental expenses when the voluntary services support MWR activities in accordance with AR 215-1.

(5) NAF reimbursement to volunteers providing services to a NAFI other than MWR or family programs funded under the IMWRF, should come from the applicable NAFI. Examples of other applicable NAFIs officially authorized for Army elements include the Fisher House NAFI, Billeting Fund, United States Military Academy NAFIs, museum NAFIs, and Chaplains' Funds.

c. Volunteers are considered employees of the Federal Government when providing services to an Army APF organization only for the purposes of--

(1) Compensation for injuries occurring during the performance of approved volunteer services pursuant to 5 U.S.C. Secs. 8101-8152.

(2) Claims for damages or losses pursuant to 28 U.S.C. Secs. 2671-2680.

(3) Privacy Act and Freedom of Information Act regulations regarding the maintenance of records on individuals pursuant to 5 U.S.C. Sec. 552a.

(4) Criminal conflict of interest laws pursuant to 18 U.S.C. Secs. 201-225.

d. Volunteers are considered employees of the NAFI when providing services to an authorized Army NAFI only for the purposes of--

(1) Compensation for injuries occurring during the performance of approved volunteer services pursuant to 5 U.S.C. Secs. 8171-8173.

(2) Claims for damages or losses pursuant to 28 U.S.C. Secs. 2671-2680 and 10 U.S.C. Section 2733.

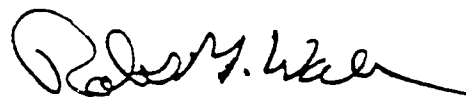
e. Voluntary services from host-nation citizens may be accepted if the responsible commander determines that acceptance of such voluntary services will not subject the United States Government to potential employment liability, including payment of employment benefits, workman's compensation, or other similar benefits or entitlements for a volunteer due to host-nation labor and voluntary services laws, U.S.-host nation treaties, or Status of Forces Agreements or other similar agreements. Voluntary service offers from host-nation citizens at overseas locations must be reviewed by legal counsel prior to acceptance.

f. All volunteers will sign an agreement (Figures C-1, C-2, C-3 at Appendix C) indicating--

(1) They are not employees of the Government or NAFI except for those purposes enumerated in paragraph 8c.

(2) They are not entitled nor expect any salary, wages, or other benefit as a result of their voluntary services, except for expenses enumerated in paragraph 8a that the responsible commander deems appropriate for reimbursement.

(3) They may not claim tax deductions for any expenses for which they are reimbursed under this policy.



Robert M. Walker  
*Acting Secretary of the Army*

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ASSISTANT SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000



FEB 6 1995

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR OF ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF DEFENSE AGENCIES

SUBJECT: Voluntary Service in Department of Defense

REFERENCE: The National Defense Act for Fiscal Year 1995 (Public Law 103-337,  
Section 1061).

This directive-type memorandum assigns responsibilities and prescribes procedures for conducting a 6-month pilot program to accept voluntary services under the authority Congress provided in the National Defense Authorization Act for Fiscal Year 1995. Attached also are procedures implementing Section 1061 of that Act (Attachment 1), Pilot Sites for Volunteer Pilot Program (Attachment 2), and a copy of Section 1061 (Attachment 3).

In accordance with the referenced law, DoD will conduct a 6-month pilot program in both Active and Reserve components sites.

In order to conduct this pilot program, each Military Service or defense agency has designated locations where expanded authority to accept volunteers is authorized. These locations include Active component installations, National Guard state programs, and Reserve commands worldwide. At these designated locations, and only at these locations, procedures outlined in this memorandum will be tested for a period of 6 months. Army and Air Force will begin their pilot projects on February 1, 1995, and end on July 31, 1995. National Guard will begin their pilot projects on March 1, 1995, and end on August 31, 1995. Navy and Marine Corps will begin on April 1, 1995, and end on August 31, 1995. A report on the pilot program, as outlined below, will be forwarded to this office within 45 days of the completion of the test. This report will be compiled and forwarded to Congress within 60 days from conclusion of the pilot.

Secretaries of Military Departments will designate at least two pilot program sites per active major command, up to 10 sites for Reserve command participation, and up to 10 states or



territories for National Guard participation; monitor program implementation; and ensure reports are forwarded for inclusion in the report to Congress. Commanders at pilot program sites will designate a single point of contact to coordinate the 6-month pilot; monitor program implementation; and ensure required report data is collected. A designated point of contact will ensure that: 1. A clear description of duties is provided for each volunteer position. 2. A volunteer orientation and training program is instituted to familiarize volunteers with the organization and their duties. 3. A process is established to document the volunteer hours worked, jobs performed, training and recognition, and funds expended. 4. All volunteers sign an agreement outlining that the services they are providing are voluntary and that they are not, solely because of these services, an employee of the U.S. Government or any instrumentality thereof (except for certain purposes relating to tort claims and worker's compensation coverage with regard to incidents occurring during the performance of approved volunteer services). Volunteers will acknowledge that they will receive no present or future salary, wages, or related benefits as payment for these volunteer services (except reimbursable expenses as designated).

The Assistant Secretary of Defense (Force Management Policy) (ASD (FMP)) will monitor the pilot program through the DoD Family Policy Coordinating Committee (FPCC). The Deputy Assistant Secretary of Defense (Personnel Support, Families and Education), as representative of the ASD (FMP) and chair of the FPCC, shall identify pilot needs; provide liaison and coordination with the Military Secretariats and the Military Departments, and will prepare the required post-pilot report to Congress.

Each Military Department will forward a report of their pilot program to the Office of the Deputy Assistant Secretary of Defense (Personnel Support, Families and Education), 4000 Defense Pentagon, Washington, DC 20301-4000, via the Military Secretariats, by November 15, 1995. This report will contain: Number of Volunteers Participating in the Pilot (This number will reflect the total number of volunteers each month at each pilot site; volunteers may be counted more than one time if they donate their services to more than one agency.); Number of Volunteer Hours (This number will include both direct service and training hours as volunteer time; total number of hours by pilot site is requested.); Total Appropriated Funds Expended to Support Volunteers (Training & Reimbursable Expenses); Total Nonappropriated Funds Expended to Support Volunteers (Training & Reimbursable Expenses); Narrative which includes: a description of what programs used volunteers; benefits realized from expanded use of volunteers; and Recommendation on continuance of program.

This memorandum and its attachments are effective immediately. A DoD Directive governing Voluntary Services in the Department of Defense will be issued within 90 days of submission of the required report to Congress.

  
F. Pang

Attachments:  
As stated

## **Procedures and Information for Conducting Pilot Programs**

**This attachment contains procedures and information for conducting pilot programs to accept expanded voluntary services.**

**For the purposes of this pilot program, the voluntary services that can be accepted are those listed in Section 1061 of the 1995 Defense Authorization Act.**

**At pilot sites, volunteers may be recruited and trained to provide services. Volunteers may be used to assist and augment the regularly funded workforce by performing an apportionment of a required function, but they cannot be used to totally or permanently substitute for unfilled positions or replace paid employees. Volunteers will not perform duties: which otherwise circumvents the Civil Service system; or for which funding has been provided to hire staff or obtain services by contract. All volunteers and activities where such volunteers serve shall comply with all applicable provisions of Section 1061 of the Defense Authorization Act.**

**Reimbursement of incidental expenses as designated by the Military Department Secretary may be made from appropriated or nonappropriated funds. Reimbursable expenses can include, but are not limited to the following expenses: child care, training, travel, telephone bills, and mileage. Refreshments and other food and beverages are not considered incidental reimbursable expenses.**

**Various kinds of support may be authorized by Military Department Secretaries to assist volunteers in performing their assigned service. These include, but are not limited to:**

- 1. Use of Government facilities, to include dedicated office space, desks (or desk drawers if more than one volunteer uses the same desk), equipment, supplies, and telephones needed to accomplish assigned duties.**
- 2. Use of official mail as deemed necessary and appropriate to maintain the morale, esprit and information flow.**
- 3. Names, duty address or telephone numbers, and home addresses and telephone numbers of Service members and their family members may be disclosed to volunteers who have a need for the information in the performance of their assigned volunteer duties. Release of names, addresses, and telephone numbers to persons other than those who have a specific need in the course of official duties will be according to the Freedom of Information Act (FOIA) and the Privacy Act.**
- 4. Military Department Secretaries may authorize volunteers to operate government-owned or -leased administrative vehicles. Those volunteers who operate the administrative vehicles should be screened through the national driver register, to the extent possible, to preclude those personnel with questionable driving records from operating government vehicles.**

Volunteers will be recruited and their service accepted without regard to race, creed, religion, age, sex, color, national origin, marital status, or handicap. Each volunteer will be supervised by a Federal employee, who may be a civil servant, a nonappropriated fund employee, military officer or noncommissioned officer, or by another volunteer who is so supervised and who is responsible for the work the volunteer is performing.

In accepting voluntary services, managers will ensure that neither they nor their paid or volunteer staff violate the provisions of DoD Directive 1400.33, "Employment and Volunteer Work of Spouses of Military Personnel," dated February 10, 1988.

Appendix B

§ 1588. Authority to accept certain voluntary services

- (a) Authority To Accept Services. - Subject to subsection (b) and notwithstanding section 1342 of title 31, the Secretary concerned may accept from any person the following services:
  - (1) Voluntary medical services, dental services, nursing services, or other health-care related services.
  - (2) Voluntary services to be provided for a museum or a natural resources program.
  - (3) Voluntary services to be provided for programs providing services to members of the armed forces and the families of such members, including the following programs:
    - (A) Family support programs.
    - (B) Child development and youth services programs.
    - (C) Library and education programs.
    - (D) Religious programs.
    - (E) Housing referral programs.
    - (F) Programs providing employment assistance to spouses of such members.
    - (G) Morale, welfare, and recreation programs, to the extent not covered by another subparagraph of this paragraph.
- (b) Requirements and Limitations. - (1) The Secretary concerned shall notify the person of the scope of the services accepted. (2) With respect to a person providing voluntary services accepted under subsection (a), the Secretary concerned shall -
  - (A) supervise the person to the same extent as the Secretary would supervise a compensated employee providing similar services; and
  - (B) ensure that the person is licensed, privileged, has appropriate credentials, or is otherwise qualified under applicable law or regulations to provide such services. (3) With respect to a person providing voluntary services accepted under subsection (a), the Secretary concerned may not -
    - (A) place the person in a policy-making position; or
    - (B) except as provided in subsection (e), compensate the person for the provision of such services.
- (c) Authority To Recruit and Train Persons Providing Services. - The Secretary concerned may recruit and train persons to provide voluntary services accepted under subsection (a).
- (d) Status of Persons Providing Services. - (1) Subject to paragraph (3), while providing voluntary services accepted under subsection (a) or receiving training under subsection (c), a person, other than a person referred to in paragraph (2), shall be considered to be an employee of the Federal Government only for purposes of the following provisions of law:
  - (A) Subchapter I of chapter 81 of title 5 (relating to compensation for work-related injuries).
  - (B) Section 2733 of this title and chapter 171 of title 28 (relating to claims for damages or loss).
  - (C) Section 522a (FOOTNOTE 1) of title 5 (relating to maintenance of records on individuals).

(FOOTNOTE 1) So in original. Probably should be section "552a".

  - (D) Chapter 11 of title 18 (relating to conflicts of interest). (2) Subject to paragraph (3), while providing a nonappropriated fund instrumentality of the United States with voluntary services accepted under subsection (a), or receiving training under subsection (c) to provide such an instrumentality with services accepted under subsection (a), a person shall be considered an employee of that instrumentality only for the following purposes:
    - (A) Subchapter II of chapter 81 of title 5 (relating to compensation of nonappropriated fund employees for work-related injuries).
    - (B) Section 2733 of this title and chapter 171 of title 28 (relating to claims for



damages or loss). (3) A person providing voluntary services accepted under subsection (a) shall be considered to be an employee of the Federal Government under paragraph (1) or (2) only with respect to services that are within the scope of the services so accepted. (4) For purposes of determining the compensation for work-related injuries payable under chapter 81 of title 5 (pursuant to this subsection) to a person providing voluntary services accepted under subsection (a), the monthly pay of the person for such services shall be deemed to be the amount determined by multiplying -

- (A) the average monthly number of hours that the person provided the services, by
- (B) the minimum wage determined in accordance with section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)).

- (e) Reimbursement of Incidental Expenses. - The Secretary concerned may provide for reimbursement of a person for incidental expenses incurred by the person in providing voluntary services accepted under subsection (a). The Secretary shall determine which expenses are eligible for reimbursement under this subsection. Any such reimbursement may be made from appropriated or nonappropriated funds.

HQDA(CFSC-SP)

SUBJECT: Voluntary Services Pilot Program Expansion Army Wide

Appendix C

PARENTAL PERMISSION

I, (parent/guardian), give my permission for (name of child), to volunteer (name of agency/activity) on (date or days of week) from (time). I understand that these hours and services are being performed as a volunteer and that the above-named volunteer is not, solely because of these services, an employee of the United States Government or any instrumentality thereof (except for certain purposes relating to tort claims and workman's compensation coverage about incidents occurring during the performance of approved volunteer service). The above-named volunteer shall receive no present or future salary, wages, or related benefits as payment for these volunteer services. Tax deductions cannot be claimed for any expenses reimbursed.

(Signature of parent/guardian)

(date)

Figure C-1, Sample of Parental Permission

## VOLUNTEER AGREEMENT FOR APPROPRIATED FUND ACTIVITIES

### Part I

I desire to volunteer my services to the (organization/unit) on (anticipated hours/day(s) of week) at (MACOM/installation or other site).

I expressly agree that my services are being provided as a volunteer and that I am not an employee of the United States Government or any instrumentality thereof except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, liability for tort claims, the Privacy Act, and criminal conflict of interest statutes as specified in 10 U.S.C. Section 1588(d)(1). I expressly agree that I am neither entitled nor expect any present or future salary, wages, or other benefit for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, including the Privacy Act, and agree to participate in any training required by the organization to which I am volunteering, to enable me to perform the voluntary services that I am offering. Tax deductions cannot be claimed for any expenses reimbursed.

(typed or printed name and signature of volunteer) (date)

(volunteer SSN) (date of birth)

(typed or printed name and signature of accepting official) (date)

Figure C-2. Sample of Volunteer Agreement for Appropriated Fund Activities (Page 1)

HQDA(CFSC-SP)

SUBJECT: Voluntary Services Pilot Program Expansion Army Wide

Part II -- To be completed at volunteer's end of service

(volunteer's signature)

(termination date)

years (2,087 hours = 1 year) weeks days hours

(volunteer time donated)

(typed or printed name and signature of supervisor)

(date)

Figure C-2. Sample of Volunteer Agreement for Appropriated Fund Activities (Page 2)

## VOLUNTEER AGREEMENT FOR NONAPPROPRIATED FUND INSTRUMENTALITIES

### Part I

I desire to volunteer my services to the (organization/unit) on (anticipated hours/day(s) of week(s) at MACOM/installation or other site).

I expressly agree that my services are being provided as a volunteer and that I am not an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services and liability for tort claims as specified in 10 U.S.C. Section 1588(d)(2). I expressly agree that I am neither entitled nor expect any present or future salary, wages, or other benefit for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, and agree to participate in any training required by the organization to which I am volunteering, to enable me to perform the voluntary services that I am offering. Tax deductions cannot be claimed for any expenses reimbursed.

(typed or printed name and signature of volunteer) (date)

(typed or printed name and signature of accepting official) (date)

Figure C-3. Sample of Volunteer Agreement for Nonappropriated Fund Activities (Page 1)

HQDA(CFSC-SP)

SUBJECT: Voluntary Services Pilot Program Expansion Army Wide

Part II -- To be completed at volunteer's end of service

(volunteer's signature)

(Termination date)

years (2,087 hours = 1 year

weeks

days

hours

(volunteer time donated)

(typed or printed name and signature of supervisor)

(date)

**SAMPLE**

Figure C-3. Sample of Volunteer Agreement for Nonappropriated Fund Activities (Page2)

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